

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.										
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE								
Application Date	Department of Education Office of Administrative Services	Application Number 81-320								
Application Number	Regional Education Services Division	Date Received Date Completed								
	Atlanta GA 30334	MAY 1 1981 MAY 1 2 1981								
2. Person to Contact Mrs. Connie Hunt	Working Title Telephone Number Principal Secretary 656-2446									
3. Action Requested a. "# Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated.										
c. ☐ Amend Application No Check One: ☐ Change; ☐ Supercede; ☐ Void										
4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest										
1978 to date	CESA Evaluative Criteria Files	·								
between the State De (Cooperative Educat dealing with State standards through of in the development audits; provides li compiles school sys These services are	What is the function of the Division and the Office in ion Services Division is responsible for prepartment of Education and the 187 local solon Service, Agencies). It provides monitors are of Education policies and State laws nesite appraisal of standards applications of local facility plans; conducts pupil-teasison services to accrediting agencies and tems data for directories, school calendary provided through the Division Director, 10 ut the state), and I Administrator assigned	roviding liaison services chool systems and 16 CESAs ring in administrative areas; administers state school; assists local school systems acher ratio and attendance principals' organizations; s, and the State legislature. Regional Directors (located								
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.	umbers and titles, if any):								
Documents relating to: evaluating CESAs' standards compliance, as directed by state law- Georgia Board of Education policy and good educational practice.										
Included are: individual CESA evaluation answer sheets, summary sheet, related correspondence, and (sometimes) copies of the evaluation instrument.										
		·								
File is arranged: chronol	ogically by calendar year.									
8. Monthly Reference Rate How often are records referred to which are: One to six months old; Seven to twelve months old; Thirteen to twenty-four months old;										
twenty-five months and older? 9. Annual Rate of Accumulation of Records; Shelves; Other (specify)										
		Outer Specify								
AR-50-71; Rev. 76	(Over)									

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YES NO	10. Questionnaire	(Place an "X"	in the proper co	olumn)					
х		a. Is this the official copy of the series? If not, where is it?							
Х	_i	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.							
X		c. Is this a vital record?							
X	d. Does this series have historical or long term research value?								
N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?								
·X	10 10 11 11 11 11 11 11 11 11 11 11 11 1	f. Is the information contained in this series ever published? If yes, attach copy,							
X	If yes, attach co	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.							
х	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?								
X_	i. Is this series (or a major portion of it) regularly microfilmed?								
I X	jDoes the record								
11. Rete	ntion Requirements	The	following require	es the series to l	be kept:				
	tate Law		years.		dit period		years.		
	tatute of limitation		years.		ministrative need		<u>ies —</u> years.		
c. F	ederal law		years.	f. Fed	deral retention instru	ictions	years.		
Atta	ch copy or excert of la	ws or regulation	s. Explain admir	nistrative need.	ga ka ka ka gara		•		
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			21.1						
	Sheet, 2. Summary 3. Related	garea; hold ds Center; hold res for permanen ual CESA Ev destroy. Sheets: .H correspond ion instrum	year(s); tretention. aluation And old in curre lence: Hold ent: Upon	then r(s); then swer Sheets ent files a in current updating of	s: After tabu area 20 years; t files area 5 r revising, de	lating on the then destroy. years, then destroy.			
Agency	ead/Designee (Signat	ure)	Date	Records Mana	igement Officer (Si	gnature)	Date		
pxl	- Li Lade	in	4/74/81	Walk	w L. Ba	urgardne	4-30-81		
Posser:	nadaviona inchina	7		State	Records Committee	() (Signature)	Date		
	endations in para- are approved.	State Audit	or/Designee		- ack	2	5-11-81		
	roved, attach letter	7,004		1	100	//. /	/		
of explan	auon.)	Secretary 60	Rate/Designee	Car	ray by	ex	2-7-81		
		Attorn- Ger	neral/Designee	100	10 me	L	17-11-81		